



International Civil Aviation Organization

WORKING PAPER

TAG/TRIP/5-WP/1

14/8/25

English only

Revision No. 1

12/11/25

**TECHNICAL ADVISORY GROUP ON THE
TRAVELLER IDENTIFICATION PROGRAMME (TAG/TRIP)**

FIFTH MEETING

Montréal, 12 to 14 November 2025

Agenda Item 1: ICAO updates on the Facilitation Programmes

ADMINISTRATIVE ARRANGEMENTS

(Presented by the Secretariat)

SUMMARY

This working paper presents the administrative arrangements for the Fifth Meeting of TAG/TRIP (TAG/TRIP/5).

Action: The Group is invited to review the arrangements and act accordingly.

*Element of the ICAO
TRIP Strategy:*

All

Financial implications:

References:

1. INTRODUCTION

1.1 The Fifth Meeting of the Technical Advisory Group on Traveller Identification Programme (TAG/TRIP/5) will be held at the headquarters of the International Civil Aviation Organization (ICAO) in Montreal. The meeting will convene in the Roberto Kobeh Chamber (CR3) on the first floor of the Conference Centre, from 12 to 14 November 2025. The Terms of Reference and provisional agenda for the meeting are presented in TAG/TRIP/5-WP/2. This working paper provides information on the administrative arrangements.

1.2 Building on the foundation laid by the previous TAG/TRIP meetings as well as on the various Amendments of Annex 9 — *Facilitation* and the A42 Assembly Resolutions, TAG/TRIP/5 will produce recommendations on guidance for a robust traveller identification process on future action by States and ICAO. This will be developed, by focusing on the best means of implementation with the aim to build a more secure, efficient and sustainable development of international air transport.

2. THE MEETING SCOPE AND TASK

2.1 In line with the ICAO vision for the 2026–2027–2028 triennium, TAG/TRIP/5 recommendations will support the implementation of the ICAO Strategic Objective *Aviation Delivers Reliable, Accessible and Seamless Mobility for All*.

2.2 The activities undertaken by the ICAO Secretariat in 2023, 2024 and 2025, such as the annual TRIP Symposium, TRIP Regional Seminars, border control management workshops and the 42nd ICAO Assembly.

3. CREDENTIALS, REGISTRATION AND WORKING HOURS

3.1 Credentials are required for the meeting and should be addressed to the Secretary General of ICAO. Credentials are issued by the State authority and signed by, or on behalf of, the Head of State or relevant international organization. They must provide the name and title of each delegation member and indicate the capacity in which the attendee is to serve (i.e., for Member States: Delegate, Alternate, Adviser; for international organizations: Observer). The credentials may be sent in advance by e-mail to fal@icao.int or deposited upon arrival.

3.2 With a view to limiting on-site registration waiting periods, participants are encouraged to pre-register using the online registration form on the meeting website ([TAG/TRIP/5](#)). On-site registration will take place on the first floor of ICAO Headquarters at 999 Robert-Bourassa, Montréal, Quebec, Canada, on Friday, 6 November 2025 from 1300 to 1700 hours, and on Wednesday, 12 November 2025 from 0800 hours to 0930 hours. A photo identification badge will be issued to each participant upon presentation of proper proof of identity. This pass must be visible at all times during the meeting. The registration schedule may be updated at a later stage and participants are encouraged to consult the TAG/TRIP/5 website for schedule changes.

3.3 The formal opening of the meeting will be held at 0930 hours on Wednesday, 12 November 2025 on the first floor of the Conference Centre.

3.4 The working hours for the duration of the meeting will be:

Mornings: 0900 hours to 1200 hours
(except for Wednesday: 0930 hours to 1230 hours)
Afternoons: 1400 hours to 1700 hours

3.5 There will be a 30-minute coffee break every morning from 1030 hours and every afternoon from 1515 hours.

4. DOCUMENTATION AND LANGUAGE SERVICES

4.1 **Documentation.** The documentation should be submitted electronically in Microsoft Word format (*.docx or *.doc) to fal@icao.int as far in advance of the meeting as possible, in line with the deadline of 01 October 2025, as was communicated in advance. All working papers and information papers for the meeting will be posted on ICAO website, ([TAG/TRIP/5](#)). All documents will be accepted and published in English only. The final report of the meeting will be prepared in English only after the meeting. Due to the numerous working papers expected for the meeting, limiting time for discussion, a presentation time of two minutes per working paper will be enforced. As such, presenters are urged to prepare introductions that highlight the significant points of their working papers.

4.2 Information and documentation relating to TAG/TRIP/5 will be made available on the TRIP Platform. To access this secure website, group members and observers who do not have an account, will need to request one by providing their email address. An email with sign-up instructions will be sent to the email address provided, allowing the completion of the account application. Access will be granted immediately.

4.3 Orders of Business will be issued for each day of the meeting.

4.4 A daily bulletin containing brief details on the progress of work, arrangements for the session and subjects to be discussed, as well as other matters of interest to delegates will be distributed each working day.

4.5 **Language service.** During TAG/TRIP/5, simultaneous interpretation service will be provided in Arabic, Chinese, English, French, Russian and Spanish. In line with ICAO's policy to reduce printing volume, TAG/TRIP/5 will be a paperless meeting, with no documentation distributed in hard-copy format before the meeting.

4.6 **Timetable.** A tentative timetable for the conduct of the meeting is provided in Appendix A, which may be amended as necessary as the meeting progresses.

5. SEATING ARRANGEMENTS

5.1 Seating arrangements during the meeting are based on pre-registration records and will be progressively updated. Each delegation representing a Member State can expect a maximum of four reserved seats; nameplates are arranged alphabetically by State name.

5.2 Participants who represent international organizations and industry associations will find designated seating immediately behind the allocated State seating. Their nameplates will be arranged by organization/association name. All other meeting participants are invited to be seated in the areas not designated for either States or Observers at the rear of the conference chamber.

5.3 To avoid confusion with respect to the computerized microphone system, it is important that delegates do not change the designated seating. If a change to the seating arrangements is required, please contact a member of the Secretariat.

5.4 Please note that Documentation and personal belongings must not be left in the Conference facilities overnight.

— — — — —

APPENDIX A

TENTATIVE TIMETABLE FOR TAG/TRIP/4 MEETING
(Montréal, 12 to 14 November 2025)

Hours	Wednesday 12 November	Thursday 13 November	Friday 14 November
09:00-10:30	Opening (09:30) Welcome Address Adoption Agenda Election Chairperson Working arrangements	<u>Agenda Item 2</u> (continued)	<u>Agenda Item 4</u> WP/37 (IP/6)
Morning Break Group Photo, (3rd Floor)			
11:00-12:00	Morning Session closes @ 12:30 <u>Agenda Item 1</u> WP/1, 2, 20 (IP/5)	<u>Agenda Item 2</u> (continued)	<u>Agenda Item 5</u>
Lunch			
14:00-15:30	<u>Agenda Item 2</u> WP/3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19 (IP/1, 2, 3, 4)	<u>Agenda Item 3</u>	<u>Agenda Item 6</u> WP/36, 38 <u>Conclusion and</u> <u>Closing Remarks</u>
Afternoon break			
16:00-17:00	<u>Agenda Item 2</u> (continued)	<u>Agenda Item 3</u> (continued)	
17:00	Welcome reception (1st Floor)		

— END —